

July 1, 1999

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR DATA ENTRY OPERATOR

DEFINITION:

Under general supervision, to lead and participate in the work of Data Entry Operators engaged in entering and updating data using on-line data entry terminals in a centralized, production-oriented data entry section; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Data Entry Operator class by assigned lead duties which may include the responsibility for assigning work; verifying data entered; and assisting in the training of subordinates.

*** EXAMPLES OF DUTIES:**

- Leads the work of Data Entry Operators and trainees;
- codes, sorts and batches source documents;
- Researches and responds to technical data entry questions;
- Trains and assists in evaluating the performance of Data Entry Operators;
- Enters, updates and verifies data using on-line data entry terminals;
- Prepares tracking and productivity reports;
- Performs related data entry work.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of experience operating a data entry keyboard entering alphanumeric data. Ability to enter alphanumeric data using a data entry keyboard at a rate of 12,000 key strokes per hour with 1% or less error rate.

- * EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.